

Concept Plan or Pre-Application



Public Works Department Planning & Zoning Division Application Packet

If you have any questions, please call the Planning and Zoning Division at (480) 816-5122.



The Town of Fountain Hills

PUBLIC WORKS DEPARTMENT Planning & Zoning Division

CONCEPT PLAN/PRE-APPLICATION

Do not write in this space –official use only

Filing Date _____
Accepted By _____
Fee Accepted _____
Case Manager _____

NATURE OF THE PROJECT:

PROJECT NAME

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ ASSESSOR PARCEL NUMBER _____

NUMBER OF UNITS PROPOSED _____ TRACTS _____

EXISTING ZONING _____ PROPOSED ZONING _____

APPLICANT

____ Mrs. _____ Day Phone _____

____ Mr. _____

____ Ms. Address: _____ City: _____ State: _____ Zip: _____

OWNER

____ Mrs. _____ Day Phone _____

____ Mr. _____

____ Ms. Address: _____ City: _____ State: _____ Zip: _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ DATE _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires _____

The Town of Fountain Hills

Concept Plan Submittal Requirements

- ☐ Completed application.
- ☐ 10 copies of plan (24" X 36") – **folded**.
- ☐ Plan must be prepared by an Arizona registered land surveyor or Arizona registered civil engineer / architect / designer.
- ☐ Legal description, property dimensions and heading, along with the name, address and telephone number of the owner, developer and designer.
- ☐ Scale of the site plan shall be not less than 1 inch equals 20 feet. For large-scale projects, the Zoning Administrator may allow a different scale.
- ☐ Provide proposed elevation and finished floor elevations. Provide spot elevation at the corners of the property.
- ☐ If applicable, dot in all disturbed (or graded) areas and show the proposed method of final treatment.
- ☐ Size and dimensions of yards and space between buildings.
- ☐ Location and height of walls and fences.
- ☐ Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.
- ☐ The size and locations of all existing and proposed public and private utilities. All easements must be shown and given in writing.
- ☐ Any other information, which the plan reviewer may find necessary to establish compliance with this and other ordinances.

Note: Additional copies of the plan will be required with any subsequent permit application.



Town of FOUNTAIN HILLS

Public Works Department

Planning & Zoning Division

Concept Plan Acknowledgement Form

Property Address

Applicant

Owner

This document acknowledges and understands that Concept Plan approval constitutes only approval of the suitability of a lot for a **type** of use. Plans are submitted for Concept Plan approval to provide the Planning and Zoning Commission information upon which to base a determination of suitability of the use in the context of the community.

No approval is implied or intended for any specific placement of structures, ingress or egress points, grading or drainage plans, building design, style or height, or any other portion of the plan that is controlled by the building permit or special use permit process.

Significant changes or projects with subsequent phases will require a separate review and approval by the Planning and Zoning Commission.

Signature of Applicant

Date

Signature of Owner

Date